

Reviewed by SAB

Program 2562-S

U.S. GOVERNMENT PRINTING OFFICE

Columbus, OH

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Multiple-Part Carbonless Sets

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Commerce

U.S. Census Bureau

Washington, D.C.

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of June 1, 2003 through May 31, 2004) and 1 option year period (June 1, 2004 through May 31, 2005). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract", and "Economic Price Adjustment."

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on May 1, 2003.

MAIL BID TO: U.S. GOVERNMENT PRINTING OFFICE, 1335 DUBLIN ROAD  
SUITE 112-B, COLUMBUS, OHIO 43215-7034. ENVELOPE MUST BE MARKED WITH  
PROGRAM NUMBER AND BID OPENING DATE.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

SPECIAL NOTE: Added one option year, pages 1, 2, and 3.

Abstract and GPO Form 910 are attached on printed copies and are available on GPO Web Site at <http://www.gpo.gov/procurement/index.html>.

BEFORE AWARD, ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL  
Dotti Griffith (614)-488-4616 extension 18.

AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR  
Joni Dial, (614)-488-4616, extension 17.

(NO COLLECT CALLS)

## SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 8-2002)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT  
[http://www.access.gpo.gov/procurement/ctterms/ct\\_title.html](http://www.access.gpo.gov/procurement/ctterms/ct_title.html)

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT  
<http://www.access.gpo.gov/procurement/qatap/qatap1.html>

### REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

#### Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exceptions: Maximum registration deviation between parts  $\pm$  1/32".

#### Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Disk/Camera copy/Films Ok'd Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than **30** days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed May 31, 2005.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers-Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of this contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all vouchers to: Comptroller, STOP: FMCE, U.S. Government Printing Office, Office of Financial Management, Washington, DC 20401.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2003 through May 31, 2004 (plus option). All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information MUST be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618  
Telephone Number (614) 488-4616, extension 19  
NO COLLECT CALLS.

## SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of multiple-part carbonless sets, with or without stubs, requiring such operations as copy pickup, electronic prepress, film making, proofs, printing, binding, packing and distribution.

TITLE: Multiple-Part Carbonless Sets.

FREQUENCY OF ORDERS: Based on prior year and anticipated usage, approximately 17 orders per year.

### TRIM SIZES:

Format "A": Up to and including 8-1/2 x 11" or 11 x 8-1/2" (anticipate majority of orders will be 8-1/2 x 11").

Format "B": Over 8-1/2 x 11" or 11 x 8-1/2" up to and including 8-1/2 x 14" or 14 x 8-1/2" (anticipate majority of orders will be 8-1/2 x 14" or 14 x 8-1/2").

QUANTITIES/NUMBER OF PARTS PER SET: Approximately 300 to 35,000 sets per order. The following is anticipated:

	<u>Format "A"</u>		<u>Format "B"</u>	
	<u>Orders</u>	<u>Average</u>	<u>Orders</u>	<u>Average</u>
2-Part Sets	3	3,000	1	3,000
3-Part Sets	2	350	1	5,000
	2	23,000		
4-Part Sets	7	16,000	1	1,000

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Disk. Camera copy. Offset films.

All films furnished will be ready for imposition. Contractor must verify that furnished films are suitable for producing at Quality Level III.

Disk Information: Copy will be furnished on a Zip Disk, using Mecca III (Amgraft, Inc.) forms design software or One Form's Designer Plus (Amgraft, Inc.) software. Mecca III is on SCO Unix platform. One Form's is on Windows 2000, PC Platform. All fonts are embedded in files. These fonts are the property of the Government and must be returned with furnished material. Files supplied in PDF program format. Color ID is Pantone Matching System. Color separations have been made.

Electronic Prepress: Immediately upon receipt and prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Office prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Print Orders (GPO Form 2511).

Delivery/shipping status report form.

GPO Form 905 (R. 3/90), "Labeling and Marking Specifications".

GPO Form 952, Desktop Publishing - Disk Information.

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: The individual print order will indicate when proofs and what type of proofs are required.

One set of composite bluelines. Proofs shall consist of the complete product with all elements in proper position (not pasted up), imaged face and back (as applicable), and trimmed to the finished size. In lieu of a film based proof, a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product (minimum of 600 dpi). Digital layout proofs must also be imaged on two sides, and shall accurately predict front-to back registration and all aspects of page layout/image assembly.

One set of one-piece color proofs of the complete product. Color proofs must be composited. Low resolution proofs (less than 1800 dpi) that are not representative of final image quality (i.e. dye sub, inkjet, color laser, etc) as well as film overlay type proofs are not acceptable. Proofs are to be "contract quality" and be representative of image quality and color that will be matched by the printed press sheets.

Any digital proof used as a "contract proof" must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed sheets.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

Contractor must not print prior to receipt of an "OK to print".

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Author's Alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's Alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

FILMS: The contractor must make films on all orders that do not have films furnished.

Anticipate majority of orders will have disks furnished. Films may be opaqued on either the emulsion or non-emulsion side. Films delivered to the Government must be one piece composited films.

The films delivered to the Government must be the films that were used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein. Color of stock/paper furnished shall be of a uniform shade.

The stock/paper to be used will be indicated on each print order.

White and colored carbonless black image paper as follows.

White and Colored Chemical Transfer Bond, CF or CB, basis size 17 x 22", 13-15 lbs. per 500 sheets.

White and Colored Chemical Transfer Bond, CFB, Basis Size 17 x 22", 13-17 lbs. per 500 sheets.

Color of paper furnished by the contractor must be produced by pulp dyeing. Surface tinting is unacceptable.

PRINTING: Print face only and/or face and back as indicated on the individual print order. Print in up to three colors of ink, usually black. All linework. No halftones.



When printing on two sides of the form is required, the color of ink used on one side may differ from the color used on the reverse side. Printing on the reverse side must be such as to assure minimum show through.

The contractor must exercise every precaution to ensure that all forms in a set will align accurately with each other.

Match Pantone number as indicated on the print order.

Copy designations (part to part changes, consisting usually of one short type line but occasionally two) may be ordered printed in the same color as the base form or printed in red ink. When the copy designation is ordered printed in red ink, no additional charge will be allowed for the red ink, however, a minor charge will be allowed.

MARGINS: Margins will be as indicated on the print order, disk, or furnished copy.

BINDING: Edge bind or full width perforated stub as indicated on the print order. The majority of sets ordered will fasten (edge bond or stub) along the top width dimension.

Exact position of stub/edge bond will be indicated on the individual print order.

Sets without stub are to be held together by an adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but will permit ready separation without damage to the parts.

STUB: Sets may be ordered with stub width 1/2", 5/8", or 3/4" as specified on each print order. No additional charge will be allowed for stub position because of press limitations. The trim size ordered is the detached size. Stub may be ordered without aligning holes. When the stub width is not specified on the individual print order, the stub is to be 1/2 inch.

The use of correct stub perforation will be the responsibility of the contractor. Perforations must be such as to guarantee easy separation of all parts, but sufficient strength must be retained to prevent disengagement of any part under normal handling, processing and shipping conditions.

DRILLING: An occasional order will require drilling. Anticipate two or three 1/4-inch, 5/16-inch or 3/8-inch round holes will be required. Location and size of the holes will be specified on the individual print order; however, all holes may be drilled in one run, with a minimum of 2-1/8" center to center between adjacent holes.

PACKING: Pack in shipping containers furnished by the contractor.

Each shipping container must not exceed 45 pounds when fully packed.

Shrink-film Packaging: Anticipate most orders will require shrink-film wrapping. Shrink-film wrap in sets as indicated on the individual print order. Anticipate 50, 100, 200, or 500 sets per wrap, usually 100 sets. Shrink-film material must be of suitable thickness and quality to assure that packages will not break open during normal handling and storage.

Any order received where the label is not properly affixed or filled out will not be accepted. Should such a problem occur, it will then be the contractor's responsibility to remark or relabel all cartons at no additional cost to the Government.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

(a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
To 500	20
501 to 3,200	32
3,201 to 12,000	50
12,001 - 35,000	125
35,001 and over	200

(b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address as listed on the individual print order.

(c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Majority of orders deliver f.o.b. destination to:

Department of Commerce  
U.S. Census Bureau, NPC  
Receiving Section, Bldg. 60F  
1201 East Tenth Street  
Jeffersonville, IN 47132

and

Department of Commerce  
U.S. Census Bureau  
Distribution Center  
4401 Suitland Road  
Publications Receiving  
FOB 4 Warehouse, Gate #9  
Suitland, MD 20746

When indicated on the print order, an occasional order may require shipment to approximately 1 to 15 destinations NOT listed above. Ship these orders f.o.b. contractor's city by reimbursable means. Shipments under 120 lbs. are to be mailed by traceable means. Shipments over 120 lbs. are to be shipped by commercial bill of lading. Reimbursement will be made upon presentation, with the voucher, of Postal Service receipts (properly filled out and stamped by the post office) or copies of each paid commercial carrier's airway bill or freight bill as applicable. Refer to Contract Terms, GPO Publications 310.2, page 8, paragraph 6. Shipping Instructions.

NOTE: On any order that is shipped f.o.b. contractor's city, a copy of the receipt with the total cost for shipment must immediately be sent to:

U.S. Census Bureau  
4401 Suitland Road  
Printing Management and Procurement  
Modular Bldg. 4  
Suitland, MD 20746  
ATTN: Laurene Qualls

NOTE: An occasional order may indicate a certain method of shipment and the date the copies must arrive at various destinations.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable

Complete addresses, with quantities, will be furnished on the individual print order.

Inside delivery may be required on some orders. Inside delivery is defined as delivery into a Government controlled space as directed.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with the furnished material.

Furnished material and print order must be picked-up from and delivered to:

Department of Commerce  
U.S. Census Bureau  
4401 Suitland Road  
Printing Management and Procurement  
Bldg. 4  
Suitland, MD 20746

Note: If agent picks-up material, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

Contractor will be notified of the availability of the print order and the furnished material.

The following schedule will begin the workday after notification of availability of the print order and furnished material; the workday after notification will be the first workday of the schedule.

<u>Number of Orders</u>	<u>Number of Workdays</u>
9	7 to 11
8	12 to 16

Approximately 1 to 3 orders per month. Some months may have no orders. Up to 3 orders may be placed on the same day with all orders being due to ship/deliver on the same date.

The ship/delivery date indicated on the print order is the date products must be received at the Indiana and/or Maryland address(es) listed under "Distribution".

The ship/delivery date indicated for all other consignments is the date products must be shipped unless the print order indicates a "must be received at" destination together with method of shipment.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government, along with any films made by the contractor, together with one printed sample of each job, to the address indicated on the print order. If no specific address for return of the Government property is indicated, the contractor must return material to the address material/print order was picked up from.

These materials must be packaged, properly labeled and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the pickup/return of furnished materials, and furnishing sample copies must be borne by the contractor.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 1 year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (a) 25

		(1)	(2)
II.	1. (a)	3	1
	(b)	90	30
	2. (a)	4	1
	(b)	467	50
	3. (a)	7	1
	(b)	1,120	10
	4.	2,770	

		(1)	(2)
III.	(a)	1,677	90
	(b)	1,677	90
	(c)	2,707	70

IV. (a) 160  
(b) 2  
(c) 2  
(D) 4

V. (a) 5  
(b) 4  
(c) 7

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination and f.o.b. contractor's city.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

I. FILMS: Prices must include the cost of al necessary opaquing, materials, and operations required to produce films in accordance with these specifications. No charge will be allowed for films furnished by the Government.

(a) Film.....per film.....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

II. MULTIPLE PART CARBONLESS SETS - PRINTING, BINDING, PACKING AND DELIVERY TO JEFFERSONVILLE, IN; and SUITLAND, MD. The prices offered must be all-inclusive for complete printing, binding, packing and delivery to IN and MD and shall include the cost of all required materials and operations in the applicable "Format" group for making plates, press makeready, printing on the face in black or a single color of ink, binding, packing and delivery to IN and MD.

Back and/or additional color printing to be charged under 4.

The cost of all required stock/paper must be charge under Item III.

Changes, when required, will be charged under Item IV. (b), (c) or (d), as applicable.

Format "A": Up to and including 8-1/2 x 11" or 11 x 8-1/2"

Format "B": Over 8-1/2 x 11" or 11 x 8-1/2" up to and including  
8-1/2 x 14" or 14 x 8-1/2"

	(Detached Trim Size)	
	Format A	Format B
	(1)	(2)
1. 2-part set		
(a) Makeready & set up charge.....	\$_____	\$_____
(b) Running per 100 sets.....	\$_____	\$_____
2. 3-part set		
(a) Makeready & set up charge.....	\$_____	\$_____
(b) Running per 100 sets.....	\$_____	\$_____
3. 4-part set		
(a) Makeready & set up charge.....	\$_____	\$_____
(b) Running per 100 sets.....	\$_____	\$_____
4. Printing in an additional color (each color) and/or back printing .....per 100 LEAVES.....	\$_____	

\_\_\_\_\_  
(Initials)

RETURN THIS PAGE IN TRIPLICATE



SCHEDULE OF PRICES

III. The prices offered shall be all-inclusive for the DETACHED TRIM size. Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

		(Detached Trim Size)	
		<u>Format A</u>	<u>Format B</u>
		(1)	(2)
(a)	White Chemical Transfer (CB)		
	Sub 13-15.....per 100 leaves.....\$	_____	\$_____
(b)	White/Colored Chemical Transfer		
	(CF) Sub 13-15....per 100 leaves.....\$	_____	\$_____
(c)	White/Colored Chemical Transfer		
	(CFB) Sub 13-17...per 100 leaves.....\$	_____	\$_____

IV. ADDITIONAL CHARGES: The prices offered shall be all-inclusive for all required materials and operations.

- (a) Punch or drill 2 or 3 round holes.....per 100 LEAVES.....\$\_\_\_\_\_
- (b) \*Marginal change - Any addition or deletion  
of one line of words, not exceeding 5 inches  
in length.....per change.....\$\_\_\_\_\_
- (c) \*Minor change - Any typographical change not  
exceeding one inch in depth.....per change.....\$\_\_\_\_\_
- (d) \*Major change - Any typographical change  
exceeding one inch in depth.....per change.....\$\_\_\_\_\_

\*Charges under these items will be allowed when changes are required which alter the base form. Not more than one change, as defined in GPO Contract Terms, shall be applied to any one part.

V. PROOFS/REVISED PROOFS AND AUTHOR'S ALTERATIONS: The bids for each of the following must include the cost of all required materials and operations in accordance with these specifications.

- (a) Blueline proofs or revised\* blueline proofs:  
.....any size, per side....\$\_\_\_\_\_
- (b) Color proofs or revised\* color proofs:  
.....any size, per color, per side....\$\_\_\_\_\_
- (c) Author's Alterations\*.....per side.....\$\_\_\_\_\_

\*Reimbursement for author's alterations and revised proofs will only be made when errors are caused and approved by the Government. All marked proofs, or facsimiles thereof, showing author's alterations must accompany the voucher.

\_\_\_\_\_  
(Initials)

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BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices, initial or sign each in the space provided.

Fill out and return two copies of GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder\_\_\_\_\_

\_\_\_\_\_  
(City - State)

By\_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

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